

Procedural Guidelines for
The Disposition and Disposal of
District of Columbia Government Owned
Excess and Surplus Personal Property

Authority DC Law 11-259, The Procurement Reform Amendment Act of 1996; DC Law 6-85, The Procurement Practices Act of 1985; DC Code, §1-1182; and Title 27 DCMR Chapters 21 and 41

As successor to the Department of Administrative Services, the Office of Contracting and Procurement, (OCP) and more particularly the Chief Procurement Officer, is responsible for insuring regulations governing the disposition and disposal of the excess and surplus personal property of the Government of the District of Columbia.

Responsibility

It is the responsibility of the Heads of the various Department of the District government, to provide for both the fiscal and physical accountability of the personal property assigned to or acquired by their agency. Likewise, he or she is responsible for ensuring the proper use, care, maintenance and security of all personal property assigned.

It is the responsibility of the Chief of the OCP's Personal Property Division, PPD (the Property Disposal Officer of the District of Columbia) to ensure the proper disposition and disposal of the excess and surplus personal property of the District government.

Accountability

Each Department Head should prepare written instructions and/or procedures as to the proper use, care, maintenance and security of the personal property assigned. He or she should also appoint or designate an administrative or supervisory employee as the agency's Accountable Property Officer (APO), to serve as a liaison to the PPD for all matters related to the disposition and disposal of personal property, and to insure compliance. He or she should also appoint at least one individual to serve as alternate accountable property officer (AAPO).

Definitions

- Accountable Personal Property

Personal property that is complete in and of itself, that does not lose its identity or become a component part of another item when put into use, and has significant value as to warrant its fiscal or physical accountability (does not include consumables, i.e. pencils, pens, paper clips, supplies and etc.) and significant value may be a product of the purchase or acquisition price of the property, or it may be as a result of the status or importance of the property.

- Accountable Property Officer, (APO) and Alternate

An administrative or supervisory employee, appointed by the Department Head and vested with the authority and responsibility of effecting both the fiscal and physical accountability of all accountable personal property assigned;

Additionally, the APO is responsible for ensuring the proper use, care, maintenance and security of all of the personal property of the agency.

- Department

Any Department, Agency, Board, Commission Office, or other basic organizational unit of the Government of the District of Columbia.

- Excess Personal Property

Personal property deemed or determined to be excess to the needs and/or requirements of the owning or custodial agency.

- Personal Property

Any property or item that is complete in and of itself, that does not lose its identity or become a component part of another item when put into use, and is not classified as or considered real property or real estate. Includes consumables.

- Surplus Personal Property

Excess personal property for which there is neither a known or identified need within the Government of the District of Columbia. **Only the Property Disposal Officer (or his designee) can declare personal property to be surplus.**

Disposition and Disposal

When a District government agency, for whatever reason, determines that an item of personal property is excess, perhaps because it is unserviceable, damaged or broken beyond reasonable or economical repair, obsolete, or simply excess to the needs and/or requirements of the agency, the APO/M should Prepare a Property Disposal Action, PDA (DC Form 2630-8, copy attached) and forward it to the PPD.

The PDA, a four-part multi-function form, is the only form used in the disposition and disposal process and it has the following functions.

Accountable Property Officers use the PDA to:

- Identify and report personal property as excess;
- Request authorization to transfer property between District government agencies;
- Request authorization for trade-in, or exchange-sale of property towards purchase of new or replacement property.

The PPD uses the PDA to:

- Survey personal property identified and reported as excess;
- Communicate disposition and disposal instructions to the APO's;
- Grant authorization for trade-in, exchange-sale, or transfer of personal property.

When an item of personal property is deemed to be excess, the department's APO should take the following steps to effect its proper disposition.

1. Prepare a PDA and forward it to the PPD as soon as he or she learns of or determines the property to be excess. Notifying the PPD immediately is especially important in those cases or situations where there is advance knowledge of the excess property or a large quantity of excess is either possible or expected, because the PPD has **extremely limited** warehouse space and the more time it has to prepare, the more helpful it can be.
 - Retain a copy of the PDA while awaiting the disposition determination. The copy of the PDA retained, is the agency's record copy and should be maintained in a suspense file until the original copy of the PDA is returned by the PPD with a disposition.

The PPD will, upon receipt of the PDA, contact the APO and arrange to survey the property. Once the PPD has had an opportunity to physically survey the property, it will make a disposition determination, and advise the APO.

- Following its survey of the property, the PPD will issue a disposition decision and notify the APO in writing via the original copy of the PDA.
2. Upon receipt of disposition determination from the PPD, transport or make arrangements for the transportation of property in accordance with, (i.a.w.) disposition instructions.
 3. Make final disposition of property i.a.w. the instructions of the PPD and drop property from accountable records, or annotate accountable property records as appropriate.

PROPERTY DISPOSAL ACTION (PDA) FORM

The PDA, a multi-use form, is used by Accountable Property Officers (APO) and the Office of Contracting & Procurement's (OCP) Personal Property Division (PPD) to facilitate the disposition of the excess and surplus personal property of the Government of The District of Columbia. APO's use the PDA to identify and report the personal property owned by or in the custody of their Department/Agency (which has been determined to be excess to its needs/requirements) to the PPD and to request a disposition determination from the PPD. The PPD uses the PDA to survey personal property reported as excess by the various District government departments/agencies; to communicate disposition/disposal instructions to APO's for personal property reported as excess; to declare excess personal property surplus, when no known need exists for the property in the Government of the District of Columbia; and to grant/communicate authorization for the sale, disposal, destruction and/or abandonment of surplus personal property.

INSTRUCTIONS

(Please type or print in black or blue ink)

From: This section is generally self-explanatory. Provide the name of the Department and Agency/Division, the Address, and Telephone Number of the organizational unit owning or having custody of the property to be reported for disposition. Assign and include a PDA Number for the document (the PDA No. is a document identifier number assigned by the reporting department/agency. It usually consists of an agency identifier, the fiscal year and a sequential numerical identifier, e.g. OCP-02-001); and include the date the document was prepared.

Quantity: Indicate the quantity (number) of a particular piece of property or line item that is being reported for disposition.

Description: Provide a description of (define) each piece of property or line item being reported for disposition. Include descriptive information such as the item name, noun or nomenclature, manufacturer or make, model or serial number, type, material or other descriptive characteristics.

Unit: Identify the unit of issue of each piece of property or line item being reported for disposition; e.g. Each (Ea), Package (Pkg), Hundreds (Hd), Set (St), Case (Cs), Bundle (Bd), etc.

Acquisition Cost: Provide both the unit and total acquisition costs for each line item of property reported for disposition. The acquisition cost is the cost to the original owner of the property at the time of purchase, or the cost to the owning/custodial agency of the property at the time of acquisition if any such cost were incurred. Unit cost is the cost per unit of issue and total cost is a product of the unit cost times the quantity.

If the actual acquisition cost is unknown, provide the most intelligent and accurate estimate possible, but **do not** leave Acquisition Cost blank.

Total: Indicate the total acquisition cost of all property reported for disposition on the PDA (add the total acquisition costs of all line items).

Action Requested: This section provides the APO a means to communicate his/her intentions to the PPD and to request a disposition determination for the property reported. The APO should check the appropriate box, ***Excess to the needs/requirements of this activity; Request authorization to transfer to; Request authorization for trade-in/exchange sale; or Other*** as is appropriate to either the status of the property reported for disposition and/or the APO's intentions for the property or both. Check the appropriate box(es) indicating as to

whether the property reported for disposition is *Serviceable or Unserviceable*, or *Repairable or Uneconomical to repair*.

If requesting transfer of the property to another entity of the Government of the District of Columbia (DC Government Property cannot be transferred to any entity out side of the DC Government) provide the name of the agency, the name of an agency contact person and a telephone number for the contact.

If requesting authorization for *Trade-in* or *Exchange Sale* (exchange sale is the sale of personal property in exchange for like replacement property, credit or future monetary consideration) of the property reported for disposition, provide the name of the organization or business entity with whom the proposed trade or exchange sale will be made, the name of a contact person with-in that organization or business and a telephone number for the contact.

If requesting authorization for any *Other* disposition, provide complete and detailed information regarding the request in the space indicated and/or attach additional documentation as necessary.

Signature: The Accountable Property Officer of the Department/Agency owning and/or having custody of the property is to sign the PDA and forward it to the PPD for disposition (the APO is a supervisory or administrative employee appointed by the Department Head and vested with the authority and responsibility of effecting the physical and fiscal accountability of the personal property assigned).

If the APO is unavailable to sign the PDA, it may be signed by a duly authorized and/or designated alternated. Otherwise, the Department Head must sign the PDA.

Disposition Determination: This section of the PDA is to be completed by the Personal Property Division. **No entries are required, and none should be made, by the reporting agency.**